

Department of Homeland Security US Coast Guard CG-5367 (REV 3-03)		VEHICLE UTILIZATION RECORD (Before Filling Out This Form Please See Page 2)	
SECTION A. VEHICLE DATA			
1. OPFAC/UNIT NAME			
2. NO. OF VEHICLES AT OPFAC	3. Tag Number	4. FPMR ANNUAL MILEAGE OBJECTIVE	
5. ACTUAL MILEAGE USED	6. VEHICLE WILL ABSORB MILES/YEAR FROM TERMINATED VEHICLE TAG NO.		
SECTION B. SPECIAL JUSTIFICATION <i>(Check at least (1) item that applies to the vehicle - See Instructions)</i>			
1. Operational Program as defined in COMDTINST M 16010.1 <ul style="list-style-type: none"> a. Sole vehicle at OPFAC b. Vehicle required on stand by status as part of the operational platform <div style="margin-left: 20px;"> <input type="checkbox"/> (1) Tow vehicle for (SAR, law enforcement, boating safety, <input type="checkbox"/> (2) Tow/repair vehicle ATON <input type="checkbox"/> (3) Pollution response boat/equipment <input type="checkbox"/> (4) Transportation via unimproved roads or off road <input type="checkbox"/> (5) Vehicle used for fire fighting <input type="checkbox"/> (6) Vehicle used for medical response <input type="checkbox"/> (7) Vehicle used as command post for operational program </div> c. Vehicle has special equipment required to perform a specific mission <div style="margin-left: 20px;"> <input type="checkbox"/> (1) Emergency lights and associated equipment required for operational program <input type="checkbox"/> (2) Rolling Workshop (racks, bins, parts, tools, generator). Paragraph B.2e must be completed also to economically justify the vehicle usage in lieu of a trailer or other non-motorized vehicle. <input type="checkbox"/> (3) Security type vehicle specifically equipped for operational program </div> 			
2. Administration (Support Program) <ul style="list-style-type: none"> a. Serves as the unit's only administrative vehicle, the remaining vehicles are required to standby for operational response b. Vehicle used for vessel - when in port. FPMR mileage objectives modified to reflect time in port: <div style="margin-left: 40px;"> $\frac{\text{Weeks in Port}}{52} \times \text{FPMR Mileage Objectives} = \text{Goal}$ </div> c. Vehicle used to transport materials (<i>spill equipment, markers, buoys</i>) required for the CG to perform its mission. Commercial vehicles either are not feasible or economical. The transport of general supplies and people should not be included in this category. Additionally, sedans/station wagons would not be used to transport material on a routine basis. Paragraph C5 or C7 must also be completed. d. Seasonal demand, peak months are Geographic location/climatic condition preclude alternate vehicle source or term vehicles to fulfill peak mission requirement. Paragraph C3 must also be completed. e. Vehicle Utilization Objective modified to reflect a break even point between the cost of man-hours for waiting for a vehicle or delaying of a mission and the cost of a vehicle: <div style="margin-left: 20px;"> Salary Cost per day; Vehicle Cost per day; Operational Program </div> 			
SECTION C. UTILIZATION OBJECTIVE <i>(Complete at least (1) item that applies to the vehicle, see instructions)</i>			
		GOAL	ACTUAL
1. Days used per month 2. Hours used per month 3. Miles/month reduced to geographic location/climate condition 4. People transported per month 5. Pickups made per month 6. Service calls made per month 7. Number of items carried per month (buoys, etc.) 8. Other - (specify)			
NOTE: Actual use must meet or exceed utilization objective goal in order to justify a vehicle continual use. Failure to consistently not meet the goal is justification for termination.			
SECTION D. ALTERNATE SOURCES <i>(See instructions)</i>			
1. Commercial vehicle becomes economical under what conditions 2. POV becomes economical under what conditions 3. Mass Transportation has been considered and			
SIGNATURE OF MOTOR VEHICLE MANAGER			DATE

INSTRUCTIONS

SECTION A: VEHICLE DATA

1. Fill in "OPFAC/Unit name" as defined in COMDTINST M 5440.2B
2. Fill in "Number of Vehicles at OPFAC". This is the total number including the vehicle identified in item 3 below.
3. Fill in Vehicle "Tag Number"
4. Fill in FPMR mileage objective from table below based upon the appropriate vehicle type and two digit standard equipment code. If a special purpose vehicle, state this on this line by using the letters "SP"

Vehicle Type	Sedans/Station Wagons	Trucks 4x2, 4x4 1 Ton or less	Trucks 1-1/2 Ton or more
4 Digit Standard	11, 12, 13, 14, 21, 11 23, 32, 51, 52	41, 42, 43, 61, 63 Truck Tractors (79, 89)	71, 81-89, 90
FPMR Annual Mileage	12,000 miles	10,000 miles	7,500 miles

5. Fill in "Actual Miles Used" in miles per year. If this number exceeds the number selected in item 4 above, STOP, no further information required. If number is less than item 4 above, or special purpose, continue completing form.
6. Fill in "Vehicle Will Absorb _____ miles/yr., from terminated vehicle tag number _____. If another vehicle at this OPFAC has been terminated, some of the mileage increases should be a reasonable estimate and should not be the total mileage used by the terminated vehicle. If this increased mileage will allow the active vehicle to exceed the FPMR mileage standard, STOP, do not complete remainder of form, if not continue completing form. If special purpose, continue completing form.

SECTION B: SPECIAL JUSTIFICATION. Check at least (1) item that applies to the vehicle, FILLING in miscellaneous information as requested. Vehicle must meet one of these specific justifications. Modifying form to fit special needs is not authorized by COMDT (S-SLP). If item B-2.b is checked, determine the required mileage objective.

SECTION C: UTILIZATION OBJECTIVE. Complete at least (1) item that applies to the vehicle. When a vehicle does not meet FPMR mileage objective in A above, but special justification exists as noted in B above, utilization objectives other than mileage MUST be selected to justify need and retention of the vehicle (also Motor Vehicle Manual, Chapter 8). Fill in any applicable data that the vehicle obtained. Actual days should be modified to reflect mileage or time lost due to repairs/maintenance, etc.

SECTION D: ALTERNATE SOURCES. Complete all the information requested. In determining the need for vehicles, commercial, POV, and mass transportation MUST be considered.

For Line 1, define when the use of a commercial vehicle becomes economical. The required information can be obtained by calling the GSA Commercial Leasing Contractor.

For Line 2, fill in by consulting the table contained in the Motor Vehicle Manual, Chapter 8.

For Line 3, fill in "Mass Transportation" information which applies. Since each situation is different a standard does not exist. In some situations, the blank can be completed with "Not Applicable". Consider availability, economy, and efficiency of mass transportation.